



Hi [NAME],

Thank you so much for taking the time to speak with me regarding the virtual interviews we are conducting next week!

You are scheduled for a 60-minute remote interview on [Date, Time]. During the session, we will ask you to review materials and provide feedback on what you are viewing. You will need to be seated at a computer in order to participate. Once your participation is complete, we will mail you a check for \$40 to the address you provided on your questionnaire. If you prefer to receive your incentive via PayPal, please reply to this email and let me know.

**Any time before your session, please use the weblink below to access our virtual consent form.** After reviewing the information on the form, please scroll to the bottom type in your name and the date and click the "Finish" button to complete the form.

**Link to consent form:** [XXXX](#)

A few minutes before your session begins, please click on weblink below to connect to our interviewer, [MODERATOR NAME]. Please enter your first name only and the email address we're using for correspondence when signing into the session. The link is intended to be used to view documents and *does not require you have a webcam.*

**Link to interview:** [XXXX](#)

**At the time of your session, if you are having any problems connecting to [MODERATOR NAME], please call him/her directly at [PHONE NUMBER] for assistance.**

Please let me know if you have any questions! We look forward to your participation.

Yours in Service,

**Katie Paradise** | VP, Research

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